

**STATE BOARD OF ACCOUNTS**  
**302 West Washington Street**  
**Room E418**  
**INDIANAPOLIS, INDIANA 46204-2765**

EXAMINATION REPORT  
OF

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 121, 421, 250 AND 621  
RICHMOND, INDIANA

January 1, 2004 to December 31, 2004





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## OFFICIALS

### Office

### Official

### Term

Chairman, Bureau of Motor  
Vehicles Commission

Gerald Coleman  
Mary DePrez  
Joel Silverman

01-06-02 to 02-29-04  
03-01-04 to 01-09-05  
01-10-05 to 01-11-09

Branch Manager

Joyce Woolums

01-01-04 to 12-31-05



# STATE OF INDIANA

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## INDEPENDENT ACCOUNTANT'S REPORT

TO: THE OFFICIALS OF THE STATE BUREAU OF MOTOR VEHICLES COMMISSION

We have examined the Schedule of Collections and Distributions of the State Bureau of Motor Vehicles Commission License Branch Numbers 121, 421, 250 and 621 (Branches) for the period of January 1, 2004 to December 31, 2004. The Branch's management is responsible for the schedule. Our responsibility is to express an opinion based on our examination.

Our examination was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and, accordingly, included examining, on a test basis, evidence supporting the Schedule of Collections and Distributions and performing such other procedures as we considered necessary in the circumstances. We believe that our examination provides a reasonable basis for our opinion.

In our opinion, the schedule referred to above presents fairly, in all material respects, the cash transactions of the Branches for the year ended December 31, 2004, based on the criteria set forth in the uniform compliance guidelines established by the Indiana State Board of Accounts.

STATE BOARD OF ACCOUNTS

November 22, 2005

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBERS 121, 421, 250 AND 621  
 RICHMOND, INDIANA  
 SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS  
 January 1, 2004 to December 31, 2004

	Branch Number 121	Branch Number 421	Branch Number 250	Branch Number 621	Totals (Memorandum Only)
Collections:					
Registrations	\$ 3,266,324	\$ 611,364	\$ 46,948	\$ 118	\$ 3,924,754
Titles	1,072,316	106,496	-	3,177	1,181,989
Drivers licenses	201,030	25,882	-	2,213	229,125
Watercraft	85,909	13,450	-	-	99,359
Miscellaneous	<u>4,760</u>	<u>117</u>	<u>-</u>	<u>1</u>	<u>4,878</u>
Totals	<u>\$ 4,630,339</u>	<u>\$ 757,309</u>	<u>\$ 46,948</u>	<u>\$ 5,509</u>	<u>\$ 5,440,105</u>
Distributions:					
State fees	\$ 1,984,150	\$ 318,422	\$ 10,540	\$ 3,238	\$ 2,316,350
County tax	2,128,574	365,180	31,689	70	2,525,513
Commission fees	<u>517,615</u>	<u>73,707</u>	<u>4,719</u>	<u>2,201</u>	<u>598,242</u>
Totals	<u>\$ 4,630,339</u>	<u>\$ 757,309</u>	<u>\$ 46,948</u>	<u>\$ 5,509</u>	<u>\$ 5,440,105</u>

The accompanying notes are an integral part of the schedule.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 121, 421, 250 AND 621  
RICHMOND, INDIANA  
NOTES TO SCHEDULE OF COLLECTIONS AND DISTRIBUTIONS

Note 1. Introduction

The Motor Vehicles Commission was created to manage the motor vehicle license branches. The Bureau of Motor Vehicles is a separate state agency which provides support services to the Commission controlled license branches. The license branches collect fees which fund the Motor Vehicles Commission. The license branches collect and forward county taxes (excise tax, wheel tax, and surtax) and state fees. The Commission has one contractual branch that is administered by an individual contractor according to Bureau policies. The Commission has developed a mobile license branch to serve the need of CDL license issuance and other special needs as they arise.

Note 2. Collections and Distributions

Each branch collects fees and taxes when vehicle and watercraft registrations, titles, and drivers licenses are sold. Fees are uniform throughout the state.

The total daily collections are deposited to a single bank account. From this account the collections are distributed to separate bank accounts which are not controlled by the license branch and belong to the state, county and Bureau of Motor Vehicles Commission.

Note 3. Banking System

The Bureau of Motor Vehicles Commission has entered into an agreement with Bank One for a cash concentration system. The system utilizes a series of individual noninterest bearing accounts (clearing accounts) from which all fees and taxes are transferred.

Note 4. Satellite Branch and Self-Service Terminal

This report contains financial and statistical information for Richmond License Branch Number 121, Hagerstown License Branch Number 421, License Branch Number 250, a self-service terminal (SST) and Richmond Reinstatement License Branch Number 621. The Hagerstown License Branch is a satellite branch of the Richmond Branch. The Hagerstown License Branch has limited hours of operation and all personnel and support are provided by the Richmond License Branch.

Note 5. State Reinstatement of Driver Licenses (SRED)

In 2004, \$3,238 in state fees were collected by Richmond License Branch Number 621, a regional site for the reinstatement of suspended drivers licenses. SRED collections are deposited daily in the branch clearing account. SRED fees are remitted to the state through bank transfers as described in Notes 1 and 2. These monies have not been reported in the Schedule of Collections and Distributions.

STATE BUREAU OF MOTOR VEHICLES COMMISSION  
 LICENSE BRANCH NUMBERS 121, 421, 250 AND 621  
 RICHMOND, INDIANA  
 STATISTICAL INFORMATION  
 January 1, 2004 to December 31, 2004

<u>Transactions Processed</u>	<u>Branch Number 121</u>	<u>Branch Number 421</u>	<u>Branch Number 250</u>	<u>Branch Number 621</u>	<u>Totals (Memorandum Only)</u>
Vehicle registrations:					
Passenger	22,653	3,251	404	1	26,309
Motorcycle	935	186	15	-	1,136
RV (housecar)	349	96	4	-	449
Light truck	8,050	1,765	109	-	9,924
Other truck	318	52	-	-	370
Farm truck	107	98	-	-	205
Tractor	29	27	-	-	56
Trailer	2,371	723	21	-	3,115
Semitrailer	182	47	-	-	229
School and church bus	20	6	-	-	26
Other bus	2	-	-	-	2
Other	26	4	-	-	30
Total vehicle registrations	<u>35,042</u>	<u>6,255</u>	<u>553</u>	<u>1</u>	<u>41,851</u>
Drivers licenses and permits:					
Drivers licenses/learners permits	8,464	1,165	-	76	9,705
CDL licenses/CDL permits	439	91	-	5	535
Placards	1,092	114	-	-	1,206
Other	6,115	579	-	82	6,776
Total drivers licenses and permits	<u>16,110</u>	<u>1,949</u>	<u>-</u>	<u>163</u>	<u>18,222</u>
Titles:					
Vehicles	17,012	1,788	-	197	18,997
Watercraft	183	25	-	-	208
Total titles	<u>17,195</u>	<u>1,813</u>	<u>-</u>	<u>197</u>	<u>19,205</u>
Total watercraft registrations	<u>926</u>	<u>160</u>	<u>-</u>	<u>-</u>	<u>1,086</u>



STATE BUREAU OF MOTOR VEHICLES COMMISSION  
LICENSE BRANCH NUMBERS 121, 421, 250 AND 621  
RICHMOND, INDIANA  
EXIT CONFERENCE

The contents of this report were discussed on November 22, 2005, with Joyce Woolums, Branch Manager. Our examination disclosed no material items that warrant comment at this time.